

Special conditions of participation of the International Suppliers Fair (IZB) in Wolfsburg

Last updated: Mai 2023

§ 1 Organizer/Event

- 1.1 The International Suppliers Fair ("IZB") in Wolfsburg is an international exhibition of companies from the automotive supplier industry.
- 1.2 The 2024 International Suppliers Fair is hosted by Wolfsburg AG, Major-Hirst-Str. 11, D-38442 Wolfsburg, Germany.
- 1.3 The preparation and implementation has been assigned to Messe Wolfsburg c/o MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH (MW).

§ 2 Dates

Duration of the event:

October 22 - 24, 2024

Opening hours:

Tuesday, October 22, 2024,
10:00 a.m. - 6:00 p.m.

Wednesday, October 23, 2024,
10:00 a.m. - 6:00 p.m.

Thursday, October 24, 2024,
10:00 a.m. - 6:00 p.m.

Start of assembly phase:

October 14, 2024

Dismantling phase:

October 21, 2024, midday*
*No delivery traffic after midday.

Work on the stand premises may be carried out until midnight.

Start of dismantling phase:

October 24, 2024, from 7:00 p.m.

End of dismantling phase:

November 1, 2024

§ 3 Admission requirements

Wolfsburg AG decides on admission. There is no entitlement to admission. The provisions of general conditions of participation (ATBs) § 3 ff. apply analogously.

§ 4 Participation fees

- 4.1 The participation fee owed for participation in the IZB includes the rent for the stand

space or the price for the trade fair set in accordance with item 4.3, the media package in accordance with item 5 of these special conditions of participation ("BTBs"). The remuneration for the services and products accompanying the event shall result from the prices for the ancillary and additional services stated in the exhibitor portal webshop.

- 4.2 The prices to rent a stand are as follows:

Stand space only (without any add-ons or attachments).

Row stand	EUR	195.00/m ²
Corner stand	EUR	205.00/m ²
Head stand:	EUR	215.00/m ²
Block stand	EUR	220.00/m ²

The price is rounded up to the nearest whole square meter. The minimum stand size is 9 m². If less area than the minimum size indicated is registered, MW will decide whether to accept the registration. There is no entitlement to acceptance.

The participation fee covers:

Stand space rental, general hall supervision and aisle cleaning as well as a standing charge for waste and energy of EUR 15.00/m² (waste handling, water & electricity consumption, heating, hall lighting).

The participation fee for co-exhibitors is EUR 580.00 per co-exhibitor and will be billed to the respective main exhibitor.

All prices are subject to VAT at the statutory rate.

- 4.3 Prices for additionally bookable stand construction packages (solely bookable in combination with stand space only according to item 4.2)

Trade fair set 1 (from 12 m ²)	EUR	165.00/m ²
Trade fair set 2 (from 20 m ²)	EUR	185.00/m ²
Trade fair set 3 (from 12 m ²)	EUR	300.00/m ²
Trade fair set 4 (from 20 m ²)	EUR	315.00/m ²

The price is rounded up to the nearest whole square meter. The minimum stand size is 12 m² or 20 m², depending on the trade fair set. If less area than the minimum size indicated is registered, MW will decide

whether to accept the registration. There is no entitlement to acceptance. The scope of services of the respective trade fair set can be accessed in the exhibitor portal.

§ 5 Media package

With the media package, the organizer Wolfsburg AG offers exhibitors of the IZB a package of selected marketing tools to optimize their participation in the trade fair and their presence on the market. The costs for the media package will be charged in the form of a standing charge of EUR 539.00 for main exhibitors and EUR 269.00 for co-exhibitors. The standing charge for main exhibitors will be invoiced by MW to the exhibitor (stand renter) and for co-exhibitors to the respective main exhibitor (stand renter).

The media package includes the following services:

5.1 Inclusion in our website at: www.izb-online.com

- Standard entry (company profile incl. company description, teaser picture, contact information, link to social media channels, link to company website, chat function) on the IZB event platform incl. continuous update
- Company logo in the standard entry as well as in the interactive hall plan on the IZB event platform
- Inclusion of three videos in the company profile on the IZB event platform
- Inclusion of six documents for download in the company profile on the IZB event platform
- Participation in digital matchmaking on the IZB event platform
- Inclusion in the list of exhibitors on the homepage

Claims for compensation or other claims cannot be asserted against MW if the exhibitor does not fully complete their section of the IZB event platform.

For support with data entry and questions about the IZB event platform, a free service hotline is available to advise all exhibitors on: +49 (0) 53 61.8 97-13 12 or via e-mail at: izb@wolfsburg-ag.com.

5.2 Trade fair appearance

- Name included in the respective hall entrance
- Standard entry in the trade fair catalog (company name, address, contact, hall and stand number)

The contract for the print catalog entries is concluded exclusively between the exhibitor and the catalog manufacturer (contractual partner of Wolfsburg AG). Complaints will be made exclusively between the exhibitor and the catalog manufacturer. The exhibitor data provided will be used for the media package unless it is requested or provided again separately.

MW mbH does not assume any liability for the correctness, completeness and up-to-dateness of the data. Any liability is excluded. Compensation or other claims against MW as well as against the organizer Wolfsburg AG cannot be asserted.

§ 6 Stand allocation

MW will allocate the location and the size of the exhibition space to the exhibitor taking into account the registered type and size of the stand ("stand allocation") and save them in the exhibitor portal. As soon as the stand allocation is saved in the exhibitor portal, the exhibitor will receive a notification by e-mail. The stand allocation is made by MW at its own discretion, taking into account the information provided by the exhibitor as well as its needs and possibilities. The exhibitor shall not be entitled to a specific location and a specific stand size. A stand exchange without the consent of MW is not permitted.

- 6.1 If the exhibitor declares their agreement with the stand allocation in the exhibitor portal by clicking the "accept (legally binding)" button within the period set for them to do so, this represents the exhibitor's declaration of acceptance, which brings about the **"conclusion of the contract"** concerning the provision of the

exhibition space and the participation of the exhibitor in the event ("**participation contract**"). The exhibitor will receive an order summary via the exhibitor portal summarizing the services booked by the exhibitor.

§ 7 Exhibitor passes

Exhibitors are entitled to exhibitor passes in the following quantities:

- up to 12 m² stand space 2 passes
- each additional 6 m² or part there of 1 additional pass

Additional exhibitor passes can be ordered for a fee from the exhibitor portal webshop. Exhibitor passes are only valid in conjunction with an official photo ID and for those persons in whose name they are issued. In the event of misuse, the exhibitor pass will be confiscated and a replacement pass will not be supplied. The exhibiting company in whose name the pass is issued is liable for any misuse by its employees.

§ 8 Construction, equipment, dismantling

8.1 Please refer to § 2 for the stand construction times. The stands can be completed (work on the stand premises) until midnight on Monday, October 21, 2024. All packaging must be removed by midday of that day, otherwise it will be removed by MW at the exhibitor's expense.

8.2 The construction of the stands is left to the exhibiting companies. However, the exhibition stand must adapt to the appearance of the hall. A closing of the stand towards the public areas is not permitted. Stands must ensure they are open for customers to approach in terms of their design and presentation of exhibits. Exhibitors are obliged to ensure that their stands are adequately equipped. Stand illuminations and spotlights must neither disturb the visitors nor affect the neighboring stands.

8.3 MW is entitled to refuse work or to modify or remove unauthorized add-ons and suchlike at the expense of the exhibitor (explicit reference is made to the technical guidelines in the webshop of the exhibitor portal).

Assuming that the technical guidelines are complied with in the design and construction of the stand, it is not necessary to submit drawings for approval in the case of ground-level, single-story stand constructions without roofing in the trade fair halls. Multi-story stand constructions are not permitted.

During the opening hours of the exhibition, an authorized representative of the exhibitor must be present at the exhibition stand at all times. Exhibits must be visibly displayed during this time, neither covered nor removed without MW approval.

No stand may be vacated prior to 7 p.m. on October 24. If the exhibiting company violates this regulation, the organizer is entitled to demand a contractual penalty to be determined according to the regulations of the ATBs. The exhibiting company may provide evidence that the organizer has not suffered any damage or that the damage is significantly less. This shall not affect the possibility of asserting further claims.

8.4 After the end of the dismantling phase, MW is entitled to carry out the dismantling as well as the removal and storage of exhibition goods at the expense of the exhibitor or to have them carried out.

8.5 MW does not assume liability for loss or damage of the exhibition goods – except in case of intent or gross negligence. MW has a right of lien for the arising costs. The exhibitor's liability towards MW extends to a broom-clean handover at the stated time, no matter whether they or any third parties are obliged to dismantle.

§ 9 General lighting, type of current, voltage

The general lighting in the halls has at least 100 lux, measured 1 m above the hall floor. Type of current and voltage available on the trade fair grounds:

Mains type:

Alternating current 230 volts (± 10%) 50 Hz; three-phase current 3 x 400 volts (± 10%) 50 Hz

9.1 Electric and water supply

Electricity and water supply to the stands is provided from the hall floor.

9.2 Communication facilities

The stands are supplied with telephone, fax and data connections from the hall floor.

9.3 Heating system

The halls are equipped with air heating systems. During the event, the halls are heated if necessary (approx. +18 C/20° C).

9.4 Malfunctions

In the event of malfunctions in the technical supply, the trade fair management must be informed immediately. MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH is not liable for any losses or damages caused by these malfunctions.

§ 10 Sales/advertising

10.1 The acceptance of orders with delivery commitments is permitted and is not subject to any restrictions or duties. The distribution of advertising material at the stand is only allowed for the exhibitor's own company and only for the products exhibited by it.

10.2 Carrying out advertising for other companies is not allowed. On the premises and in the halls of the IZB 2024, any advertising outside the rented stand, e.g., the affixing and distribution of advertising printed matter or samples as well as the labeling of hall walls, is not permitted. This also applies mutatis mutandis to the distribution of beverage cups or cans printed with advertising material, gas-filled balloons, etc.

Excluded from this are measures taken by exhibitors in connection with the promotion of activities that take place in coordination with the organizer and in the interest of the general trade fair activities.

Unlawfully affixed advertising will be removed by MW; the exhibitor must bear the costs for this.

Exhibitors are also liable for infringement of their co-exhibitors or additionally represented companies at the stand. MW also has the right to stop or remove announcements, the contents of which in its opinion violate legal regulations, as well as advertising affixed or carried out without authorization without first consulting the exhibitor and without having to take any legal action. The costs for this shall be borne by the exhibitor causing the violation. The decision of MW is final.

§ 11 General conditions of participation for trade fairs and exhibitions of MW Messe-, Ausstellungs- und Dienstleistungsgesellschaft Wolfsburg mbH (ATBs)

In addition to these special conditions of participation (BTBs), the general conditions of participation (ATBs) also apply, if necessary further event-specific guidelines as well as the technical guidelines and the house regulations apply. If individual provisions contradict each other, the provisions of the special conditions of participation (BTBs), the event-specific guidelines, the technical guidelines and the house regulations shall take precedence over the general conditions of participation (ATBs) of MW in the order stated.